



2016 - 2017

Summerside Presbyterian Church Ministries

MONTHLY ACTIVITIES UPDATE

Please ensure that this report is received by the Church Administrator on or before the last Thursday of each month. Thank you.

The following information is being requested in an effort to ensure that our congregation and others are aware of the objectives and work of our church Ministries. The information that you provide here will be used in various media in "getting the message out" about your Ministry. Thank you for completing this form.

Month _____ 20__ Ministry Team _____

Report submitted by _____ Contact Phone _____

Did your Ministry Team participate in any activities (other than a regular meeting) in the past month YES NO If YES, please share information concerning the purpose, action and outcome of each.

Is your Ministry Team planning for any special upcoming events/activities?

YES NO If YES please provide details for each as to its purpose, type of activity, expected outcome(s) and its date/time/location.

If you desire promotion/publicity for an event, please prepare an email outlining what you would like communicated and how. Submit it to spcnews@pei.aibn.com

Reminder: Please ensure that you complete the Event Planning Form for your planned activity and deliver it to the Church Administrator as soon as possible in order to guarantee your space and support requirements. Thank you.